



Cultural Affairs Specialist

The Embassy of the United States of America, Wellington is seeking an individual for the position of Cultural Affairs Specialist.

This is an exciting opportunity to work on cultural events that promote various elements of American studies and society within educational institutions, and the expanding New Zealand/U.S relationship. The incumbent is responsible for managing the Cultural Affairs and Exchange programs within New Zealand. Specifically, the incumbent will advise the Public Affairs Officers at the Mission and keep them abreast of relevant trends and changes within the attitudes and opinions of defined target audiences. The incumbent will also be called upon to provide briefing material and craft portfolio-related speeches as required. He or she will be required to perform other related duties as directed, in support of the overall Mission.

To be successful, the incumbent will have the following:

- Four years progressively responsible experience in cultural activities, teaching, social science, international relations and/or other closely related fields.
- Excellent written and oral communication skills, especially with writing briefing notes and speeches.
- Ability to develop and maintain key contacts within relevant Cultural Affairs sectors, institutions and organizations.
- A thorough knowledge of New Zealand's political, social and educational structures and institutions, cultural and historical developments and key figures in the mass media.
- A working knowledge of U.S. political, economic, social structures, mass media, key figures, and institutions.
- Ability to independently plan, coordinate and execute programs.
- Good judgment in regards to the importance of different subjects, ability to set priorities and follow through.
- Ability to be flexible, as the scope of the position may require the incumbent to work irregular work hours

The starting salary range for this position is NZ\$60,000 - NZ\$66,631 gross per annum.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

All employees of the US Government are required to complete full medical and security background checks.

For further information or to apply for this position, please forward correspondence to:

HR Specialist
Embassy of the U.S.A.
P.O. Box 1190
WELLINGTON
Email: Wellington.HR@state.gov

Applications close at 5pm on Thursday, 28 October 2010.